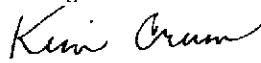


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Durham, NC		2. POSITION NUMBER N002814	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position JFS for Environmental Protection 0028 TS-133 3/95					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	GS	0028	14	001
4. Supervisor's Recommendation	Environmental Protection Specialist	GS	0028	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Lee Riddick			
7. ORGANIZATION (Give complete organizational breakdown)		e. Ecological and Human Community Analysis Branch			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Research and Development		g.			
c. National Exposure Research Laboratory		h. Employing Office Location Durham, NC			
d. Systems Exposure Division		i. Organization Code NAJA0000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Timothy H. Watkins, Deputy Director, NERL		d. Typed Name and Title of Second-Level Supervisor Jennifer Orme-Zavaleta, Director, NERL			
b. Signature CN=Tim Watkins/OU=RTP/O=USEPA/C=US	c. Date 10/01/2015	e. Signature CN=Tim Watkins/OU=RTP/O=USEPA/C=US		f. Date 10/01/2015	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent		e. FLSA Determination <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code N/A
g. Bargaining Unit Code 1043	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<25% of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 		j. Date 10/29/15
11. REMARKS					

ENVIRONMENTAL PROTECTION SPECIALIST

GS-0028-14

Introduction

The National Exposure Research Laboratory (NERL) is a scientific organization responsible for performing mission-oriented human health and environmental research in support of Agency needs. The program areas for which the Laboratory has responsibility represent major Agency programs which are broad in scope and involve numerous scientific disciplines —human exposure measurements and modeling, pharmacokinetics and dose modeling, air quality methods and measurements, sampling and analyses method development, fate and transport modeling, genomics, environmental chemistry, microbial ecology, terrestrial ecology, wetlands ecology, freshwater ecology, marine ecology, benthic ecology, landscape ecology, and global systems ecology. The Laboratory plays a major role in formulating and implementing the Agency's program to investigate human exposures resulting from anthropogenic stressors. The Laboratory continually initiates new research projects to address Agency needs in this area. The programs for which the Laboratory is responsible are being carried out at numerous locations through intramural research projects and extramural arrangements with academic and other scientific institutions which facilitate Agency efforts. The research programs address the needs of regulatory clients (e.g., air, water, pesticides, toxics, hazardous waste, and Superfund) as well as needs which are inherently cross-Agency (i.e., multimedia), regional, interagency (special national programs), and international.

The position is located in the Systems Exposure Division, Ecological and Human Community Analysis Branch.

Major Duties and Responsibilities

Responsible for the promotion of web-based tools including tool delivery approaches, training, and feedback to tool developers. Coordinates delivery across program offices and regions with emphasis on meeting the needs and goals of the Agency, states, and communities. Using working knowledge of all applicable environmental laws and statutes, trains users on appropriate use of web-based tools to mitigate any unintended negative consequences of tool use. Works with Agency and laboratory communications staff to develop and coordinate appropriate messaging to support the tools.

1. As a senior advisor to the Laboratory on web-based tools, the employee must have an understanding of the data within the tools and be able to communicate the meaning and limitations of the data on different levels. Leads briefings for program offices and regional managers; other Federal and non-federal agencies; environmental organizations; Congressional staff; OMB and others as necessary to advocate for laboratory tools.

2. Determines training needs within and outside of the Agency, oversees the development of tool training and training delivery methods, and ensures appropriate materials are developed to maximize tool usefulness. Develops webinar based training, face to face training, web-based tool-integrated next generation training, train the trainer, and all materials. Responds to stakeholder feedback regarding training methods and materials.
3. Assembles and leads cross-Agency focus groups and committees as needed to troubleshoot and triage issues that arise from tool release. The committee may prepare fact sheets, talking points and other scripts that can be used to answer questions from community groups, NGOs, and state and local governments. Represents program offices or the regional science council regarding questions that arise as scientific information is disseminated to the public through use of a tool.
4. Provides special briefings and briefing materials to senior National Laboratory, ORD, EPA, and extramural officials on the status of tool roll-outs, accomplishments, and problems in meeting Agency or community needs. Advises the National Laboratory Director, Assistant Administrator, and other Agency officials on NERL tool development efforts which focus on a wide variety of projects that have a substantial impact on the development, implementation, and administration of the Agency's environmental protection programs. Responds to a variety of questions from GSA, OMB, Congress, the NERL divisions, and the ORD Headquarters Offices, concerning basic objectives, legal requirements, and program needs related to web-based tools.
5. Advises the National Program Directors (NPDs) of Air, Climate, and Energy (ACE); Sustainable and Healthy Communities (SHC); and Safe and Sustainable Water Resources (SSWR) on application of web-based tools to issues, research, and solutions to environmental problems. Uses working knowledge of high priority environmental problems to advise NPDs on development and use of web-based tools. Works across national research programs and ORD laboratories on issues such as air and water contaminant sources, emission inventories, emissions factors, environmental issues at the community level, and human and ecological exposures to chemicals and agents in the environment.
6. Serves as the Project Officer for contract activities relative to his/her area of responsibility.
7. Performs other controversial, unconventional, or novel assignments. Such assignments require substantial adaptations or extensions of available guides and established procedures or, in some instances, the development of new approaches, methods, or techniques for specific selected applications of related areas of research. Assignments require the knowledge and skill to give advice and/or make recommendations which often have a considerable effort on the direction of or impact the organization's programs and policies.

Factor 1, Knowledge Required by the Position (Level 1-8, 1550 Points)

Ability to conduct critical analysis of multi-disciplinary, multi-faceted research programs, involving statistical and biological aspects of environmental and/or health monitoring, assessment, and modeling. Ability to assess accomplishment of program objectives, implement requirements, identify, resolve and prevent problems., Ability to meet and deal effectively with programmatic and scientific personnel, both inside and outside the Government.

Knowledge of Agency environmental regulatory and/or research programs, policies, and regulations sufficient to assist in development and application of web-based tools for ecological and/or human exposure and risk assessment. The incumbent must be familiar with, and understand, concepts related to pollution sources, emissions, measurements of chemicals in the environment, exposure assessment, and risk assessment. Extensive knowledge of the web-based tools (e.g, EnviroAtlas, GWIZ, RETIGO, VERDI, etc.) available within and outside of the Agency that have applications to ecological and/or human exposure and risk assessment. The incumbent must be familiar with the science underlying the use of the tools and the appropriate applications for such tools.

Factor 2, Supervisory Controls (Level 2-5, 650 Points)

The supervisor provides guidance primarily in the form of general policy directives and staff, time, and budget constraints. The employee typically initiates new projects or activities independently. The employee keeps the supervisor informed of progress, but recommendations and decisions of the employee are generally accepted as technically sound, even though final approval may depend on formal action of the employee's supervisor. The employee has a high degree of independence in seeking optimum technical solutions using the appropriate science and web-based tools, as applicable, to problems in light of current objectives, effect on overall operation, and contributions to program efforts. Recommendations are typically adopted and completed work is generally reviewed to ensure funds availability and alignment with broad program goals and national priorities.

Factor 3, Guidelines (Level 3-5, 650 Points)

Guidelines are broadly stated Agency regulations and policy statements. Employee exercises considerable judgment and ingenuity in interpreting and adapting guidelines that exist and in developing new and improved approaches or concepts not previously tested or reported for the use and application of exposure science and web-based tools to address environmental and human exposure problems. The methods and procedures often serve as precedents for other EPA organizations.

Factor 4, Complexity (Level 4-5, 325 Points)

Assignments concentrate on the limitations of proven concepts and practices in developing criteria and standards. Problems are often undefined at the outset. The employee organizes and presents options for development and application of web-based tools used to address complex environmental issues that may involve multiple contaminant sources, environmental media and routes of exposure, and complex ecological or human health effects. Problems include the constraints experienced by regulated entities at national, regional, state, and local/community levels; the state-of-the-art of for web-based tools; and the application and integration outputs from multiple web-based tools and models for the protection of human health and the environment.

Factor 5, Scope and Effect (Level 5-5, 325 Points)

The primary purpose of the position is to provide expert leadership, advice, and guidance on the development, application, and dissemination of tools for advancing the knowledge and understanding of ecological and human exposure to chemicals in the environment. The knowledge and tools are used in resolving complex national, sometimes international, environmental problems. The work makes a significant contribution to the planning and evaluation of policies and may form the basis for EPA's scientific position, creating Agency precedents leading to new regulations, policies, and guidance materials.

Factor 6, Personal Contacts & Factor 7, Purpose of Contacts (Levels 3-C 180 Points)

Personal contacts are with top management at the policy-making level, scientific experts, congressional staff, private industry, municipal and state governments, local community groups, and with counterparts and scientists in other government agencies. The employee represents ORD/NERL on inter- and intra-agency task forces and at national and international councils and conferences.

The purpose of the contacts is to present information, expert opinions, and balanced analyses of

recognized professional competence on complex questions regarding scientific information on exposure and risk generated by the use of specific web-based tools used by the Agency. The contacts are also to present information and expert knowledge on the availability and application of the Agency's web-based tools for addressing selected environmental and human exposure questions.

Such active participation in high level conferences, negotiations, and meetings concern subject matter for which there may be conflicting interests or opinions on the application of web-based tools and the use of their outputs. The employee must persuade or influence subject matter experts (who are often experts in their field) to adopt technical approaches, concepts, and specific applications of web-based tools when conflicts are involved.

Factor 8, Physical Demands (Level 8-1, 5 Points)

The work is sedentary in nature.

Factor 9, Work Environment (Level 9-1, 5 Points)

Work is performed in an office environment with some travel to attend meetings, symposia, or conferences.

TOTAL POINTS: 3,690 = GS-14

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name <u>Lee Riddick</u>	<input type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number _____	<input checked="" type="checkbox"/> Total extramural resources management duties occupy less than 25% of time.
Title <u>Environmental Protection Specialist</u>	<input type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade <u>GS-0028-14</u>	<input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>ORD/NERL/SED/EHCAB/NAJA0000</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature <u>CN=Tim Watkins/OU=RTP/O=USEPA/C=US</u>	Date <u>10/01/2015</u>
Personnel Specialist's Signature <u>Kevin Crum</u>	Date <u>10/29/14</u>

Part 1. Contracts Management Duties

Pre-award:

- ☐ Plans Procurements
- ☐ Estimates Costs
- ☐ Obtains funding commitments
- ☐ Prepares procurement requests
- ☒ Writes statements of work
- ☒ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☒ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (lists) _____

Post-award:

- ☐ Prepares delivery orders
- ☒ Reviews contractor work plans
- ☒ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☐ Monitors cost, management, and overall technical performance of contract after award

- ☒ Monitors management and performance of delivery orders/work assignments after award
- ☒ Defines scope of work for work assignments
- ☐ Approves payment requests of ACH drawdowns
- ☐ Manages cost-reimbursement contracts
- ☒ Reviews invoices
- ☐ Inspects and accepts deliverables
- ☐ Other (list) _____

Close-out:

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☐ Closes-out payments
- ☐ Performs cost accounting
- ☐ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list) _____

Percentage of Time Spent on Contracts Management

15 %

Continued

Part 2. Grants/Cooperative Agreements Duties**Pre-application/Application:**

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for area of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant's work plan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☐ Monitors recipient's activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

- ☐ Advises Grants Management Office of potential problems/issues
- ☐ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH draw downs
- ☐ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement
- ☐ Resolves with Grants Management Office administrative and financial issues
- ☐ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

Close-out:

- ☐ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely close-out
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management

0 %

Part 3. Interagency Agreements Duties**Pre-Agreement:**

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☒ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☒ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☒ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

- ☐ Monitors cost management and overall technical performance
- ☒ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☒ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

Project Management/Administration:

- ☒ Reviews progress reports/financial reports

Percentage of Time Spent on Interagency Agreements Management:

8 %